The University Seminars
New Rapporteur Orientation
Welcome

Please enjoy the provided lunch

Take a folder from the center of the table and fill out forms found inside your right-hand pocket. Forms will be collected at the end of the orientation.
Introductions
Welcome to The University Seminars

ROBERT POLLACK
Director

AND

ALICE NEWTON
Deputy Director
Important Things to Remember

• Intellectual work is going on and your job is to record it. You’re a liaison between The University Seminars office and your chairs.

• On our website, under “People,” you’ll find reference pages for Rapporteurs and Chairs. The Search function is also handy.

• Always refer to your seminar number and seminar name in your email correspondence with the UniSem office. We deal with over 90 seminars and any help referencing emails is appreciated.
Important Things to Remember

• If you require immediate assistance call (212) 854-2389. Our contact information is also listed on our website: [http://universityseminars.columbia.edu/contact-us/](http://universityseminars.columbia.edu/contact-us/)

• We receive over 150 emails a day and can’t promise you a prompt reply.

• Policies and procedures are specific and are described online

• Honoraria and dues are forbidden by our charter
Rapporteur Responsibilities and Meeting Logistics

PAMELA GUARDIA
Seminars Program Coordinator
pfg2106@columbia.edu
univ.seminars@columbia.edu
212-854-2389
Rapporteur Responsibilities
Rapporteur Responsibilities

The seminar chair appoints a rapporteur who, under the direction of the chair, performs all the duties required by the central office and the seminar. Rapporteurs are graduate students; on occasion undergraduates provided their appointment has first been approved by The University Seminars Director. Only rapporteurs who are full-time students at Columbia, Barnard, or Teachers College can receive a stipend.

Each seminar has its own internal structure. In some seminars, the responsibilities normally associated with the rapporteur’s position may be shared with the chair or another member of the seminar. The University Seminars office, however, considers the rapporteur to be the seminar liaison, and expects the rapporteur to perform certain tasks and prescribed by the Rapporteur Guidelines and Procedures document.

For information on travel and business expenses and reimbursements, please refer to the Meeting Logistics and Reimbursements pages.

New Rapporteur Orientation sessions take place a couple of times a year, usually at the beginning of the fall and spring semesters. If you are unable to attend a scheduled orientation, you will need to contact The University Seminars office to schedule an appointment.

The University Seminars Office believes that in order for the Seminars to thrive, the chair and rapporteur must have a functional and contented relationship. Any rapporteur whose experience in a seminar is difficult or unfulfilling, may, without any ordeal, switch to a different seminar. Likewise, any chair may request a new rapporteur if the match is not right. To request a change, contact Pamela Guardia via phone, email, or in person.

RESOURCES

Bar Schedule
Meeting Logistics
Minutes

Additional Resources

- CU Libraries
- CU Press
- Seminar Donations
- Seminar Gift Accounts
- Hotel Reservations
- Reimbursements
- Publication Fund
- Travel Fund Request Form
Rapporteur Responsibilities: Website

MEETING LOGISTICS

ROOM REQUEST FORMS
A Room Request form for a given academic year is emailed to all seminars chairs during the spring term of the previous year. Schedules must be submitted via this form. Information from this form is uploaded to our reservation database. Chair and rapporteur information is also updated in our database, website and Directory. The central office will contact a chair directly if any of the dates requested cannot for any reason be accommodated.

Initial dinner reservations are also requested in the Room Request form. See Meals for more information.

Seminars wishing to reserve Faculty House space should return the Room Request form rather than contact Faculty House directly. This will ensure that a) the room charge is made at the special rate, and that b) The University Seminars will be billed.

FACULTY HOUSE CANCELLATION POLICY
Seminars that are not cancelled with 30 days’ notice are subject to a room charge fee. Seminars cancelled within 2 weeks of the starting date, will be charged the full event amount including room, meals, and wait staff. Changes to your schedule must be sent to our office as soon as possible in order to avoid incurring any fees.

ARRANGING PARKING
Parking is available in the Engineering Terrace Parking Garage for anyone attending a University Seminar. The cost is $13 (invited presenters of the seminars park free of charge). Supply the following information to The University Seminars office at least 3 days in advance. Make checks payable to Columbia University, with the word “parking” and the seminar number in the memo line.

- Seminar Number
- Guest Name
- Parking Date
- Estimated Arrival and Departure Times
- Car Make, Model, Color, & License Plate State and Number

FORMS
- Announcement Template
- Seminar Meeting Attendance and Privacy Policy Form
- Speaker Acknowledgement Form
- Meeting Checklist

Seminar Meeting Checklist
When emailing the University Seminars office, always include your seminar’s number and name in the subject line of your email and the meeting date. For all guidelines, templates, instructions, and links mentioned on this form, go to:

http://universityseminars.columbia.edu/resources/forms-and-policies/

A.S.A.P. – Make travel arrangements
- Travels funds are not automatic. Your seminar chair should have requested approval for funds from The University Seminars office prior to the start of the semester. Confirm this with your chair before proceeding.
- If your guest speaker(s) expect reimbursements for travel-related expenses not arranged through our travel agent, contact Pamela Guardia (pg2306@columbia.edu) immediately. All non-Columbia payees must be approved in advance.
- Make hotel reservations. Refer to our Hotel Booking Procedure section on our website.
- Contact our travel agent, Lon Ean, for any air or rail travel accommodations (refer to the Travel section).

3 weeks or more before the meeting
- Confirm with Pamela Guardia (pg2306@columbia.edu) that a meeting room has been arranged.
- Email an announcement to seminar members and to univ.seminars@columbia.edu. (Refer to the Announcements Template on the Rapporteurs section.)
- Upload a Word doc version of the announcement to CourseWorks in your seminar’s announcement folder.

The Wednesday, a week before the meeting date
Email Pamela Guardia (pg2306@columbia.edu) the following:
- An accurate dinner attendee number (for dining at Faculty House only).
- Your seminar will receive two complimentary bottles of wine at dinner (if you require additional wine, you must make a request in advance – cost for each additional bottle of wine requested is $20).
- (If necessary) make special dietary requests (no gluten, kosher, etc.) and request parking for speaker(s).
- Confirm AV equipment needed (supplies are limited).

Day of the meeting
- Assist guest speaker(s) with set up and test AV.
- Have all attendees (including Chair(s), Speaker(s), and Rapporteur) sign the Attendance Sheet.
- Record minutes. (Refer to the Minutes Template on the Minutes section.)
- Return AV equipment to the University Seminars’ office.
Meetings

• At the start of the Semester:
  • Obtain and update email list. Upload list to CourseWorks/Canvas.
  • Add univ.seminars@Columbia.edu to email list.
  • Reserve meeting space. Submit Continuation Confirmation Form to Pamela Guardia.
  • Update chair and rapporteur information. Check seminar webpage.
  • Understand your responsibilities for your particular seminar*

• In Advance of each Meeting:

  1. Communicate with your Chair:
     • Confirm availability of travel funding
     • Know your responsibilities: announcement, speaker bio and travel, meeting logistics

  2. Communicate with Guest Speaker, if any:
     • Will the guest need:
       – Travel Arrangements: hotel, air, train, car. All funding must be approved in advance.
       – Reimbursements. Some foreign nationals are not reimbursable.
       – Audio-visual equipment.
       – Special dietary considerations.
     • Obtain bio & paper for circulation to group, as needed
Meetings

3. Arrange travel accommodations directly

- Submit guest travel request to travel agent directly, copying Pamela Guardia and John Jayo on all travel communication.
- Make hotel accommodations. Submit confirmation to John Jayo.
- Car service request forms submitted to Pamela Guardia.
- Parking requests submitted to John Jayo.

4. Communicate with The University Seminars office:

- Submit all travel confirmations.
- Confirm meeting date, time and venue (even if meeting outside of the FH).
- Send out announcement. Add univ.seminars@columbia.edu to email list. Upload announcement to CourseWorks/Canvas.
- Reserve Audio-Visual equipment-no laptops.
- Print and/or circulate materials for meeting.

Dinners:

- **For dinners held in the Faculty House:**
  Provide catering order 10 days in advance, include any dietary restrictions. Update the day before if necessary.
- Dinners outside of Faculty House are handled autonomously.
Meeting

• On the Date of the Meeting:
  
  – Arrive Early
    • Check lobby for meeting and dinner room assignments.
    • Check meeting space and dinner table for consistency.
    • Sign out Audio-Visual equipment with John Jayo. Test equipment.
    • Circulate Publication Policy Agreement and Attendance Record.
    • Circulate any handouts
  
  – Record the Minutes
  
  – Dinner:
    • Rapporteur meal, speaker meal, and 2 bottles of wine are compliments of The University Seminars.
    • Collect dinner checks from paying members, fill out and sign envelope, and return to office after dinner.

Checks:
• Checks may be made for dinner, additional wine, parking, or a donation to the seminar
• Make payable to Columbia University
• Have seminar # and either ‘Dinner,’ ‘Wine,’ ‘Gift’ or ‘Parking’ written on the memo line
• Dinner, parking and and gift checks must be separate checks
• Gifts are tax-deductible
Meeting

• After the Meeting:

  – **RETURN ALL BORROWED EQUIPMENT** to office in the tray labeled with your seminar number. Neatly coil wires, return projectors in the original cases. Return *everything* listed on sign-off sheet.

  – Return the filled out and signed dinner envelope.

  – Original *Publication Policy Agreement* and *Attendance Record* **must be submitted to the office**

  – Upload the announcement and minutes to *CourseWorks/Canvas*. 
Dinner Envelope
Properly packed audio visual equipment
Audio visual equipment return
Travel Arrangements

**AVOID REIMBURSEMENTS**: By specific federal and university regulations, some individuals fall into a category which prevents them from receiving pay of any kind, including reimbursements. Do not offer guests reimbursements unless you have been given the express authorization of Pamela Guardia in advance.

- **Travel Funding must be secured in advance**
- **Air and train travel** are most typical. Requests/guest preferences are sent to Jackie Dash (jackieleonad@vwti.com) at Valerie Wilson Travel Inc.
- **Interstate bus, taxi, and subway** are arranged by the traveler and should be avoided whenever possible. Otherwise, these forms of travel require reimbursements.
- **Car service** replaces most local travel. Submit Car Service Request form to Pamela Guardia for reservation.
- **Parking** must be reserved no later than **3 days in advance**. Submit request to John Jayo. Instructions are available on our website: [http://universityseminars.columbia.edu/resources/parking/](http://universityseminars.columbia.edu/resources/parking/)
- **Hotel Reservations**: The University Seminars works with a short list of hotels in the area. Preferred hotels and their rates are listed online: [http://universityseminars.columbia.edu/resources/booking-a-hotel/](http://universityseminars.columbia.edu/resources/booking-a-hotel/)
- Reservations should take no more than 5-7 minutes of your time. Tell the **IN-HOUSE** reservations desk that you are making the reservation for a guest of **The University Seminars** at **Columbia University**.
- Send folios and confirmations to John Jayo for payment authorization.
Hotel Rates

Preferred hotels are highlighted

When making a reservation, you must mention:

- You are calling from **The University Seminars, Columbia University**

- Payment authorization will be sent by **John Jayo** or **Pamela Guardia**.
Reimbursements

**AVOID REIMBURSEMENTS**: By specific federal and university regulations, some individuals fall into a category which prevents them from receiving pay of any kind, including reimbursements. Do not offer guests reimbursements unless you have been given the express authorization of Pamela Guardia in advance.

- Some foreign nationals are **not** reimbursable. Check with Pamela *before* making arrangements.
- Tax forms, expense forms, and procedures are on our website
- Each payee needs to submit:
  - Tax forms: W9 or W8
  - An expense form (depending on affiliation)
  - Receipt(s)
- Payments are not processed until everything is received.
- Policies are on the website: [http://universityseminars.columbia.edu/reimbursements/](http://universityseminars.columbia.edu/reimbursements/)
Reimbursements

AVOID REIMBURSEMENTS

Which Expense Form

Yes

Is the payee an affiliate of Columbia University?

TBER (Travel & Business Expense Report)

No

Non-CU Expense Report

Which Tax Form

Yes

Is the payee a US citizen or US permanent resident?

W9 (US citizens/permanent residents)

No

W8-BEN (Foreign Nationals)
Reimbursements: Tax Forms
# Reimbursements: Expense Forms

**Travel & Business Expense Report**

[Form details and columns for expense tracking]

**Employee's Home Address**

<table>
<thead>
<tr>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE</td>
</tr>
</tbody>
</table>

**Payer's Signature**

<table>
<thead>
<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>DATE</td>
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</table>

**Personal Mileage**

<table>
<thead>
<tr>
<th>MILEAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILEAGE</td>
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</tbody>
</table>

**General Business Purpose**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Phone</td>
<td>Phone</td>
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</table>

**Itemized Expense Descriptions**

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Estimated</td>
<td>Actual</td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Amount</td>
<td>Description</td>
<td>Amount</td>
</tr>
</tbody>
</table>

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[Form continues with more details and fields for expense tracking]
Reimbursements: Expense Forms

<table>
<thead>
<tr>
<th>UNIVERITY SEMINARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMBIA UNIVERSITY, MC: 2302</td>
</tr>
<tr>
<td>FACULTY HOUSE, 64 MORNINGSIDE DRIVE, 2ND FLOOR, NEW YORK, NY 10027</td>
</tr>
</tbody>
</table>

**NON-COLUMBIA**

**TRAVEL & BUSINESS REIMBURSEMENT**

**PLEASE PRINT**

**ATTACH ALL ORIGINAL RECEIPTS**

(except for local subway/bus fares and mileage).

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date:</td>
<td></td>
</tr>
<tr>
<td>Seminar:</td>
<td></td>
</tr>
<tr>
<td>Full Name:</td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
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<tr>
<td>Telephone:</td>
<td></td>
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<td>Social Security Number</td>
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<td>(or ITIN or FEIN):</td>
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</tr>
<tr>
<td>AND, FOR NON-RESIDENT</td>
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<tr>
<td>ALIENS,</td>
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<tr>
<td>Visa Type/Number</td>
<td></td>
</tr>
<tr>
<td>(attach photocopy):</td>
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</tr>
</tbody>
</table>

**TRANSPORTATION:**

- **AIR/RAIL, ETC:** $_________
- **TAXI:** $_________
- **PARKING:** $_________
- **TOILS:** $_________

**MILEAGE:** _______ miles @ $0.86/mile

**HOTEL:** $_________

**OTHER (please specify):**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</tbody>
</table>

**SUBTOTAL:** $_________

**LESS AMOUNT NOT COVERED:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

**TOTAL REIMBURSEMENT REQUEST:** $_________
Forms Available at UniSem Office

- Reimbursement Forms
- Timesheets
- Attendance Record and Publication Policy Acknowledgement Forms
- AV Instructions
- Seminar Meeting Checklist
- Mailing Forms
Website, Minutes, CourseWorks and The University Seminars Digital Archive

Summer Hart
Associate Director for Archives, Web Management & Design
sh3040@columbia.edu
The University Seminars Website
universityseminars.columbia.edu
Website Responsibilities:

1. Keep the office updated on schedule changes

The website is meant to be a tool for chairs and members. When you send out a meeting announcement this information is updated in the schedule section by our office. Review the information on the site and keep us updated on any schedule changes.

1. CONFIRM INFORMATION

Confirm with chair(s) that the description and contact information are correct.
On the main navigation bar you will also find a dropdown for lists of Chairs, Rapporteurs, and Seminars. To search for your seminar, click “List of Seminars.”
## List of Seminars

The list of seminars can be sorted by using the toggle arrows.

<table>
<thead>
<tr>
<th>Seminar Name</th>
<th>Year Founded</th>
<th>Seminar Number</th>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Problem of Peace</td>
<td>1945</td>
<td>403</td>
<td>United Nations, international security, conflicts, multinational peacekeeping, humanitarian</td>
</tr>
<tr>
<td>Studies in Religion</td>
<td>1945</td>
<td>405</td>
<td>religion, philosophy, anthropology</td>
</tr>
<tr>
<td>The Renaissance</td>
<td>1945</td>
<td>407</td>
<td>Renaissance, thought, culture, history, interdisciplinary</td>
</tr>
<tr>
<td>Content and Methods of the Social Sciences</td>
<td>1947</td>
<td>411</td>
<td>social science</td>
</tr>
</tbody>
</table>
Web Pages for Seminars

Each page has a title, description, contacts, and a meeting schedule.

EIGHTEENTH-CENTURY EUROPEAN CULTURE

Founded 1962  
Seminar Number 417

This interdisciplinary seminar hosts leading national and regional scholars who present works-in-progress that explore aspects of eighteenth-century European culture of vital interest and concern to the wider field of eighteenth-century studies. Like our guest speakers, our membership is drawn from a wide variety of institutions and disciplines: history, literature, philosophy, political science, music, history of science, and art, as well as national traditions. The Seminar's offerings are eclectic, but from time to time our Seminar has hosted special events such as symposia on the 18th-century reception of Classical, Hellenistic, and Late Antique texts (2003) and the intellectual origins of freedom of speech (2007, 2008). Proceedings from the latter recently appeared as a collection of essays edited by former Chair Elizabeth Powers, Freedom of Speech: The History of an Idea (Bucknell University Press, 2011). Most recently, our Seminar has co-sponsored, with the Seminar on Early Modern France, a series of roundtables on new directions in eighteenth-century studies under the rubric of "Literature and History in Dialogue." Past roundtables have been devoted to concepts of authorship (Fall 2010), eighteenth-century science studies (Spring 2011), and comparative colonialisms and orientalisms (Fall 2011). Our 2012-2013 program marks the Seminar's 50th year in operation.

Past Meetings

Chair
Professor Kathleen Lubey
kathleen.lubey@gmail.com

Rapporteur
Katherine Bergevin
When an abstract or speaker link is added to the meeting schedule, these links will appear.
Abstract

The claim that souls have no sex could already boast an impressive pedigree by the 1690s. Adapted by Augustine from classical philosophy and mobilized for feminist polemics by Christine de Pizan, Marie de Gournay, and François Poulain de la Barre, the argument that sexual difference applies only to unthinking bodies, not thinking minds, then gained traction in England through the writings of Mary Astell. But the idea was also popularized in the Athenian Mercury (1691–7), John Dunton's pioneering question-and-answer periodical. The Mercury catapulted Elizabeth Singer Rowe (1674–1737), introduced in its pages as "The Pindarick Lady" but later rebranded as Philomela, to a literary fame that endured through the nineteenth century. Recent scholarship emphasizes the power of Rowe's model for eighteenth-century politeness movements and social-reform projects. E. J. Clery, for instance, has read the poet's involvement in periodical culture as an early stage in a campaign that promoted feminization as moral improvement. I propose, however, that in leaving the Mercury behind, Rowe broke from the sexless-souls position that Dunton had used to justify his attention to women's writing and concerns. In poetry and letters written after her Mercury moment, Rowe increasingly theorized the soul as feminine and the body, paradigmatically the libertine body, as masculine. Seen this way, her enthusiastic desire to break free from the prison of embodiment takes on a critical edge. Instead of attaining some higher state of sexlessness, ascending to spirit could now mean becoming feminine.
Summary

• Web address: universityseminars.columbia.edu

• Web schedules/questions/corrections go to:
  Summer Hart: sh3040@columbia.edu

• Sortable lists of seminars, chairs, rapporteurs names and addresses are under:
  main navigation bar/seminars

• Rapporteur responsibilities are:
  - Keep the office updated on schedule changes
  - Confirm information
Minutes and CourseWorks

One of the main functions of your job as rapporteur is to record the minutes from each seminar meeting. These minutes become a part of our Digital Archive and of intellectual history of the University Seminars.

You will find the following on our website on the “Minutes Guidelines” page: [http://universityseminars.columbia.edu/resources/minutes/](http://universityseminars.columbia.edu/resources/minutes/)

- Minutes Guidelines
- Minutes Template
- Minutes Naming Convention

Please review these guidelines and the naming convention carefully.
Homepage of Digital Archive

**HIGHLIGHTS:**
- slide show and description
- full-text search bar
- faceted search buttons
PDF Viewer

HIGHLIGHTS:

search within document, full screen, zoom in and out, scroll through pages, meta-data in side bar
Naming Convention/Content Codes

We have a naming convention established in collaboration with the Columbia University Library. The name of the file provides the Library with metadata to incorporate them into our digitized archive.

Example: 441.AY20132014.0125.m.doc

- Seminar Number
- MMDD (Meeting Date)

The letters “AY” should always proceed the number format for the Annual Year (e.g. “AY20132014” = 2013-2014)

The letter at the end of the file name indicates file content, for instance, “m” in this example indicates minutes. Please note you can also upload speaker’s papers and handouts into the seminars’ subfolder provided that each file is labeled by content type, for example, “h” for handouts, “sp” for speaker’s papers. For announcements use “a”.

COMMON CONTENT CODES

“m” for minutes
“a” for announcements
“sp” for speaker’s papers
“bp” for background paper
“h” for handouts
“e” for email list
MINUTES GUIDELINES

Minutes of seminar meetings are maintained in archives both in the central office and at Butler Library. Those archives date back to the founding of The University Seminars in 1945 and provide a valuable research base. It is important to save minutes using the proper naming convention and include all of the following information:

- Seminar Number and Name
- Meeting Date and Location
- Speaker's Name and Affiliation
- Topic
- Name of Presiding Chair
- Name of Rapporteur
- Attendees and Their Affiliations
- Summary of Presentation
- Summary of Discussion
- Copyright Information

RESOURCES

Seminar Meeting Attendance and Privacy Policy Form
Minutes Guidelines
Minutes Template
Minutes Naming Convention
CourseWorks Instructions

DEFAULT PUBLICATION POLICY

Authors retain full publication and other rights to all papers and comments. Copyright to all minutes belong to The Trustees of Columbia University. Minutes and appended documents for seminar meetings will be open to Columbia Library users after five years.
https://courseworks.columbia.edu/welcome/
CourseWorks: Log in with your Uni and Uni password. Under “My Project / Active Project,” click Project Title “University_Seminars.” Then “Files & Resources” and “Uploads.”
CourseWorks Folders
COURSEWORKS

THERE ARE THREE FOLDERS UNDER “UPLOADS”

1. MEETINGS
   • Announcements
   • Minutes
   • Handouts
   • Speaker’s notes

2. SPEAKER’S PAPERS
   • Background papers
   • Speaker’s papers

3. EMAIL LIST
   • Email list of all members

Minutes for meetings are mandatory and will be included in our Digital Archive.

Announcements & Handouts enrich our archive, but their inclusion is not mandatory.

Speaker’s papers are only included with permission from the speaker indicated on the Privacy Acknowledgement Form.
Meeting Forms

Return both of these forms to the office after each meeting.
Seminar Meeting Attendance and Privacy Policy

Why do I need this form?
This is an acknowledgment that everyone in attendance has been made aware of the privacy policy of the seminar and that the minutes are considered closed or open.

Where do I find this form?
In the vestibule of our office or on our website.

Where do I submit this form?
Please return original forms to the University Seminars Office after every meeting.

PLEASE MAKE SURE OF THE FOLLOWING:

- The appropriate box is checked by the chair prior to collecting names and affiliations of attendees.
- The top part of the form is completed.
- Names and affiliations collected on this form are also in the minutes.
Why is this form important?  
This is is the speaker’s acknowledgment of having been made aware of the privacy policy of the seminar. The speaker may choose whether or not to include their paper in the archive.

This is a legal document.

Where do I find this form?  
In the vestibule of our office or on our website.

Where do I submit this form?  
Please return original forms to the University Seminars Office after every meeting.

PLEASE MAKE SURE OF THE FOLLOWING:

• The chair and speaker sign.
• The top part of the form is completed.
• Yes or No is checked
Summary

- Follow the naming convention and template carefully
- Sign in to courseworks.columbia.edu with uni and uni password and go to: “My Project / Active Project,” click Project Title “University_Seminars.” Then “Files & Resources” and “Uploads.”
- Upload minutes and announcements for every meeting
- Minutes and announcements are added to The University Seminars Digital Archive after five years
- If a speaker checks “yes” speaker’s paper is also uploaded
- Return both the “Speaker Acknowledgement of Privacy Policy” and Seminar Meeting Attendance and Privacy Policy” to the office.
- Keep copy of up to date email list on CourseWorks
- CourseWorks questions/corrections go to: Summer Hart: sh3040@columbia.edu
GESSY ALVAREZ-LAZAUSKAS
Associate Director, Budget and Operations
ga2030@columbia.edu
212-854-2389
20 Hours Per Week Rule For All Graduate Students

• “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.”

• Example, if your department asks that you commit 15 hours per week as a Teaching Fellow, you can only work an additional 5 hours a week.

• If you are holding another position at the University, make sure your 20 hours per week are not fully committed. If you fail to do this, your department may ask that you discontinue work as a rapporteur.
## Typical Hours Reported

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar Meeting</td>
<td>2 - 3 hours</td>
</tr>
<tr>
<td>Seminar Dinner</td>
<td>2 hours</td>
</tr>
<tr>
<td>Finalizing Minutes and Upload</td>
<td>1 – 3 hours</td>
</tr>
<tr>
<td>Meeting Arrangements</td>
<td>1 – 2 hours</td>
</tr>
</tbody>
</table>

*Sometimes you may be asked to work a couple of hours extra. If we find that you are consistently going over 10 hours per seminar meeting, your chair will be contacted and a justification will be requested.*
Rapporteur Work For a Seminar Meeting Is Complete

When the following happens:

• Meeting forms (as described by Summer) are dropped off at the Uni Sem office.

• The announcement and minutes for the meeting are uploaded to CourseWorks.
  – Sometimes chairs will ask to review minutes. **Do not delay your timesheet when this happens.**
  
  – Simply upload a draft temporarily to CourseWorks. You can swap out the drafts later.

• Timesheet is uploaded to Courseworks.
# Hourly Rate for Rapporteurs

<table>
<thead>
<tr>
<th>Service Year</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year</td>
<td>$20/hr</td>
</tr>
<tr>
<td>Second-Year &amp; Third-Year</td>
<td>$25/hr</td>
</tr>
<tr>
<td>Fourth Year</td>
<td>$27/hr</td>
</tr>
</tbody>
</table>
End of Semester Payments

- To ensure payment for services, rapporteurs must submit a timesheet for the last meeting of the fall term before the Winter Holidays.

- Timesheet for the last meeting of the spring term must be received by the closing date for the fiscal year (usually around June 15).

- Payments after these dates are not impossible, but will require extra paperwork and time.

- It’s always a bad idea to hold on to timesheets until the end of the semester. Automation is nearly impossible.
Possible Delays of Payments

• Teaching Fellows, DRAs, and RAs usually receive payment as Added Compensation. Payment delays may occur because of appointment end dates (usually mid-May for the spring and mid-December in the fall).

• A rapporteur has difficulties completing the required tasks for a seminar meeting. If this happens, contact Gessy Alvarez (ga2030@columbia.edu) immediately.
Possible Delays of Payments

- The rapporteur failed to inform Gessy Alvarez of any changes to their employment status or personal information.

- Columbia University’s Payroll department requires that student casuals report time worked on a timely basis. Payroll will drop students from the system if there’s a prolonged period of inactivity.
International Students

• Be mindful of the dates on your I-20 and student visa. You are not allowed to work past these dates unless you receive an extension. Any changes to your student or immigration status must be reported to our office and to the I-9 office at Kent Hall immediately.

• Example, if your I-20 expires on 5/17/2017 and you’re next seminar meeting is scheduled for 5/15/2017, the likelihood of completing your rapporteur duties by the 17th is slight. Let us know if you think you are in danger of working past your student visa and I-20 dates.
You will submit a timesheet **per seminar meeting**. Timesheets are available at our website under [Rapporteurs](#) and at our Courseworks page. You’ll receive an email with instructions.
Seminar Meeting Timesheet

• Make sure to select an hourly rate. This will trigger total hours column calculations.
• Select a Seminar #/Name. If you don’t see your seminar on the list, email Gessy.
• Confirm that minutes, announcements, attendance records, and publication policy have been submitted to The University Seminars office.
• Briefly state task completed and mark the date(s) you worked on the task. Do not lump hours together in one date or leave the dates worked row blank.
To Receive Payment for Conferences

- If your seminar holds a conference, you may be asked to assist. To receive payment, keep track of hours worked. You may be asked to work the day of the conference or for a period of time. For those working for a period of time on conference logistics, you must report your hours on a regular basis, at least once a month by submitting a conference timesheet.

- The University Seminars will pay up to 20 hours of rapporteur pay for a conference from our general rapporteur budget. Additional hours will be discounted from the funds allocated to the conference.

- Note: “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.”

- Conference Timesheets are available on CourseWorks. Instructions for submitting conference timesheets are the same as regular timesheets, though the name of the conference and the seminar number are required in the naming convention. *For example: 407_PeaceConference.*
Other Resources

• **To View Your Pay Stubs on the Web**
  You can view your pay stubs via the https://my.columbia.edu/ portal. Simply log in with your UNI and password, and click on "View Your Paycheck" under Faculty and Staff, Self-Service. If you scroll to the bottom of a particular check you will see if the check is live or direct deposit.

• For More on Tax and Withholding Information or to receive your W-2: Contact the Payroll department directly at (212) 854-2122.

• For International Students with questions regarding taxes on wages, etc.: [https://isso.columbia.edu/content/taxes](https://isso.columbia.edu/content/taxes).
Paperwork
Thank You and Good Luck!